

Meeting date: March 10, 2020
Meeting location: Quiet Study Room, Gleason Public Library

Meeting Minutes

Present: Dale Joachim, Christine Stevens, Karen Gettings, Martha Feeney-Patten, Ginny Lamere (FoGPL), and Wanda Avril (Carlisle Mosquito)

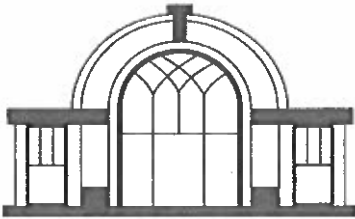
1. Meeting called to order at 8:01PM.
2. February minutes were approved
3. Director's Report (see March Director's Report)
 - a. Budget on track: 33% of the year remains, 35% pf the budget remains.
 - b. Boiler needs repair. Technician will look at it on Thursday, March 12.
 - c. March ArtMatters reception cancelled due to COVID-19 public health recommendations (expected 100+ participants, many elderly).
 - d. GPL COVID-19 response
 - i. Will follow local/state recommendations. Staff and patrons safety is a priority.
 - ii. Library is working on a plan of action if the school and/or town hall closes.
 1. Minimum of 3 library staff to open.
 - e. Upcoming suffragettes' event. CPS chorus will come sing at this event.
 - f. Library for all: consultant coming tomorrow (3/11) to see where improvements can be made to make library accessible to people with disabilities
4. Web site updates: Jen will update on the next Trustees meeting.
5. Janet provides an update on special collections
 - a. Janet is currently creating a database of Gleason's special collection items.
 - i. Example: 4ft by 3ft New World Newspaper from 1831.
 - b. Gettysburg artifacts photos and descriptions are being added to the library website. Will be searchable on the internet (e.g. Google).

6. MBLC space planning consultation

- a. Lauren Stara, MBLC Library Building Specialist, met with the Director and looked at the library on 3/10. She will recommend library space planners and acoustic consultants to improve our space.

7. Next Trustees meeting: Thursday, April 9, 2020 at 7PM.

8. Meeting adjourned at 9:03pm.



Tuesday, March 9, 2020
 To: Library Trustees
 From: Martha Feeney-Patten
 Re: March 2020 Director's Report

Gleason Public Library

FY20 Budget as of 3/5/2020 (~33% of fiscal year remaining)

Operating Accounts			
Account #	Account Name	Remaining	% Remaining
Library Accounts			
01610 51120	Wages	158,175.49	35.86%
01610 52400	Automation	1,074.00	3.89%
01610 53100	Training & Meetings	549.95	57.89%
01610 54200	Office Supplies	1,266.20	31.66%
01610 58500	Books	11,630.93	40.81%
01610 55101	Teen Books	1,725.09	43.13%
01610 55102	Children's Books	8,916.08	59.44%
01610 55103	Digital	9,746.72	38.22%
01610 55120	Audio	5,129.35	46.63%
01610 55131	Visual	3,600.26	40.00%
01610 55132	Periodicals	1,757.84	25.11%
01610 55140	Additional Equipment	-229.45	-40.25%
01610 55822	Programs & Outreach	265.97	13.30%
Building Accounts			
01611 51120	Custodial	11,460.14	32.42%
01611 54300	Repair & Maint.	1,090.71	4.96%
01611 54500	Supplies	1,256.53	33.96%
	TOTAL	158,175.49	35.86%

Capital Accounts			
Account #	Account Name	FY20 Start	Remaining
01612 58574	Technology Upgrades	7,696.86	7,696.86
01612 58575	Carpet replacement	80,000.00	38,662.00
01612 58577	Misc. Maintenance	595.00	595.00
01612 58584	Repairs/Service	10,000.00	10,000.00
01612 58500	Additional Equipment	1,351.78	1,351.78

Other Accounts				
Account #	Account Name	FY20 Start	Details	Remaining
19306 -----	State Aid	\$28,659.45	(+) state deposit (-) Page wages, hotspot, classified ad	\$29,381.35
19347 -----	Grants	\$28,523.19	(-) wages, archival supplies, storage, framing, software	\$19,437.82
19320 -----	Gifts	\$7,943.99	(+/-) assisted listening devices per COA grant, Garden Club donation for Butterfly House passes	\$7,797.14

Budget

- The overall budget is on track for this point in the fiscal year.
- Board of Selectmen approved 2% cost-of-living increase for FY21; with COLA and longevity step increases, our FY21 budget appropriation will meet the state MAR requirement.
- Long-Term Capital Requirements Committee discussing possibility of moving recurring requests for technology and maintenance funding into the operating budget rather than long-term capital appropriations.

Building

- Municipal Facilities Manager is researching possibility of consolidating vendors and purchases for town buildings for cost savings, e.g. bulk savings on paper towels, or preferred maintenance vendors.
- Boiler room systems are showing significant corrosion requiring investigation and replacement of parts; we have scheduled a service call to investigate, but repair costs are expected to be significant. The damage was discovered by Town Facilities Manager Steve Bastek in his investigation of fluid on the mechanical room floor.

Personnel

- We have internal candidates who will fill the hours vacated when Emma McKenna leaves, so we will not need to post the position.
- One of our part-time library pages, Sally Duscha, has resigned; we plan to post her position this spring.
- I attended the Public Library Association conference in Nashville, and it was a great chance to hear about what other libraries are doing and get inspired. The conference organizers did a great job of enacting their values of Equity, Diversity, and Inclusion. Detailed report to follow!

Event Highlights

- **February vacation activities** brought some new families and familiar faces into the library. The most popular was the "Family Mindfulness Activity and Calm Jar Craft".
- **Tween and teen programs:** A Valentine's Day Yarn Heart craft had 13 attendees, and 9 came for "Bad Art Creations", while the first "Tabletop Thursday" gaming day had a smaller attendance. Upcoming programs include "Potato Chip Taste Test" and a balloon art workshop.
- **Adult programs:** The January art reception was very successful. In March we are looking forward to the ArtMatters series with returning favorite Jane Blair, which has 100+ registrations for each session, as well as a talk with the Conservation Foundation on "Jen and Kelly's Excellent Adventure on the Bay Circuit Trail" (presented free by local residents Jen Bush and Kelly Guarino).
- **Poetry Contest:** We are starting to advertise our 10th annual poetry contest for National Poetry Month in April, with cash prizes from the Friends of the Library and publication in the Mosquito for winning poems.

Services and Community

- **Pandemic Preparedness:** American Library Association has some suggestions for reviewing library policies and procedures in regards to pandemic preparedness: <http://www.ala.org/tools/atoz/pandemic-preparedness> I've been speaking with staff regarding our cleaning procedures, sick leave procedures, and criteria for suspending programs or closing the library.
- **Carlisle Master Plan:** Posters from the recent community meeting are on display at the Library to provide more opportunity for residents to review the information and add their feedback.
- **League of Women Voters** have been displaying materials related to the centennial of women's suffrage at the Library, with a performance by the Carlisle School Chorus planned for Saturday, May 2, in connection with the theme. Barbara Lewis is interested in incorporating three historic commemorative plaques that the Library has in storage at the event.

- **Census 2020:** We are planning to hold a census party in April to raise awareness and provide the opportunity for people to get assistance filling out the census on library computers. The LWV has also provided some materials for staff training and public information, and has invited our reference desk staff to a training session at the Concord Library.
- **Light Therapy Lamps:** Seasonal light therapy lamps are now available for in-library use and checkout, thanks to a donation from the Friends of the Library.
- **Access for All Grant:** We submitted a first draft of our application for the "Access for All" grant (administered by the Mass. Board of Library Commissioners with federal funding) and will be working with an MBLC advisor on the final application. Application deadline is early April, and grant awards are announced in mid-July; this is expected to be a fairly competitive grant round.